



Train the being

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EDUGATE ACADEMY

Code of conduct

Vision: *The optimum realisation of intellectual potential in our students, as well as their healthy, social and physical development for the benefit of self and society.*

The aim of this code of conduct is to set out broad guidelines between which we as members of Edugate Academy will function. It will be within the framework of Biblical Christian values, a high level of discipline, a high standard in every endeavour we undertake and recognizing individual cultural values. Within this environment we will function and provide opportunities for learners to reach their full potential. The code of conduct will necessarily state expectations of teachers, learners and parents. It will clarify activities which are seen as a breach of the goals, rules and principles of this school and will outline disciplinary measures to be taken in order to maintain the integrity of these rules and principles.

A. GOALS

1. Christian Values

- 1.1 Every teacher believes in Jesus Christ, the Son of God Almighty and in the Holy Spirit and is therefore aware of our deepest dependence in Him. Teachers will in their conduct throughout, live and teach and behave in such a way as to honour God.
- 1.2 Learners are given the opportunity to think about his or her own relationship with God and the surrounding creation in an environment which is non-threatening and accepting differences. Freedom will be given to learners to make personal decisions regarding their personal spiritual life. Personal behaviour will be in such a way as to honour God.
- 1.3 Parents will be aware of the teaching of Christian values.

2. Discipline

- 2.1 Edugate Academy believes that as an organisation governed by Christian values, we will adhere to strict discipline in all our endeavours. We will function within a framework where discipline will be one of the boundaries to create a safe climate for learners to develop to their full potential. Teachers are expected to be role models for learners in this regard
- 2.2 Learners have the freedom to function within the boundaries set by the school teachers and parents. We believe all actions can only be successful when governed by a strong sense of discipline and shared values.
- 2.3 Parents are expected to discipline children at home and to assist teachers in achieving high standards of discipline.

3. Standards

- 3.1 Every component of Edugate Academy will adhere to exceptionally high standards. Being an academic school, the teaching standard and achieving of the basic syllabus will be the minimum accepted standard expected from teachers. Teachers are expected to guide learners in setting their own goals concerning the standards, rather than achieving the goals for them.
- 3.2 Every child is encouraged to reach his or her full potential. Acceptance of mediocrity is therefore not acceptable. Students are encouraged to take responsibility for their own progress, successes and failures.
- 3.3 Parents will play a major role in order to create an atmosphere in which their children will be stimulated.

4. Individual Cultural values

- 4.1 Learners are encouraged to develop an acceptance and tolerance for those groups or individuals who represent different cultures. This calls for a willingness to learn how to compromise while showing an interest in and an understanding of individual and group needs.
- 4.2 The person as an individual will be respected.
- 4.3 Teachers will have the opportunity to live their cultural and social beliefs in the society of which they are part of.

These values constitute the framework wherein Edugate Academy will give each child the opportunity to reach their full potential and broadly emphasise our holistic approach to education.

B. RESPONSIBILITIES

The responsibilities as they are written in this section reflect the goals and guidelines referred to in the above series of paragraphs.

1. Teachers

- 1.1 Always behave professionally in such a way as to promote high quality teaching and superior human relations towards learners, parents and colleagues.
- 1.2 Assure a safe environment for teaching and learning that is free from disruptions.
- 1.3 Serve as an appropriate role model for learners.
- 1.4 Maintain discipline and implement the code of conduct.
- 1.5 Be available for learners during study hours for clarifications and guidance.
- 1.6 Be aware of new developments in their subject and be able to act as a resource person to learners.
- 1.7 Maintain an open channel of communication between teachers and the principal and between teachers and parents. Communicate progress, problems and other educational issues through the channels of communication.

2. Learners

- 2.1 Attend all classes punctually and are expected to arrive and leave school on time.
- 2.2 Be properly attired in school uniform.
- 2.2 Exhibit an attitude of respect towards others.
- 2.3 Conduct themselves in such a way as not to be a source of embarrassment either to the school at large or to the teachers and other students.
- 2.4 Be prepared for each class concerning books, assignments, tests and homework.
- 2.5 Seek changes in school policies and regulations through the appropriate channels.
- 2.6 Having an attitude of willing to work academically.

3. Parents

- 3.1 Support school management and teachers in the application of discipline.
- 3.2 Confer with teachers if a problem occurs with their child.
- 3.3 Ensure their child complies with discipline and attendance policies.

C. THE DISCIPLINARY SYSTEM

School discipline is a crucial aspect of creating a safe and conducive learning environment for students. It refers to the rules and regulations that govern the behaviour of students in schools. A disciplined school environment instils a sense of responsibility, accountability, and respect for authority in students. It helps to maintain order, prevent disruptive behaviour, and promote a positive school culture. Students who are disciplined are more likely to succeed academically and socially, as they are better able to focus on their studies and build positive relationships with their peers and teachers. Moreover, school discipline helps to prepare students for the expectations and demands of the real world. It teaches them to adhere to rules and regulations, work collaboratively with others, and develop self-discipline and self-control. Therefore, it is important for schools to have clear and consistent discipline policies that are fair, equitable, and effective. By creating a disciplined school environment, we can promote a culture of respect, responsibility, and excellence that will benefit students, teachers, and the wider community.

Edugate Academy has a disciplinary communication system consisting of points deducted for negative behaviour as well as point recognition for positive behaviour.

Points System:

Each learner starts each semester with 0 points.

Points for learners' positive behaviour and academic achievements will be awarded, and points will be deducted for disciplinary violations and academic underperformance.

Points Allocation: Positive Behaviour/Academic Achievement:

- Each learner will be awarded points for demonstrating positive behaviour, active participation in class, and academic excellence.
- For every noteworthy achievement, a learner will earn points according to the points system below :
- Points will be deducted for disciplinary infractions and academic underperformance according to the points system below:

Consequences:

- Learners who have less than 0 points at the end of the semester will not be allowed to study at home during exams. They will be required to study at school until 13:00 under the supervision of designated teachers or staff.
- In any case where a learner has obtained a value of -20 points, such a learner will have a meeting with the disciplinary community who will then determine the consequences for such a learner.
- In a case where a learner loses another 20 points and has a value of less than -40, such a learner will have a meeting with the Governing body to determine the consequences for such a learner.
- In a case where a learner obtains a value of -50 learners, such a learner is up for expulsion determined by the Governing Body.

Hostel:

- The same criteria as mentioned above is also used for the hostel and will be in effect for hostel related discipline.

Learners with 0 Points or More:

- Learners with 0 points or more will have the privilege of studying at home during exams.

Incentives for Positive Behavior and Academic Achievement:

Bronze Sword Button:

- Learners who accumulate more than 10 points will be awarded a button with a bronze sword as a symbol of their achievements.

Silver Sword Button:

- Learners who accumulate more than 25 points will receive a button with a silver sword in recognition of their exceptional efforts.

Gold Sword Button:

- Learners who accumulate more than 50 points will be rewarded with a button featuring a gold sword to honour their outstanding dedication to learning and positive behaviour.

Points Reset:

At the beginning of each new semester, all learners' points will reset to 0, and the process of earning points and facing consequences will start anew.

Note: This disciplinary policy aims to encourage learners to engage positively in their academic journey while providing recognition and incentives for exceptional achievements. It also emphasises the importance of maintaining good behaviour and respecting the rules of the academy to create a conducive learning environment for everyone.

D. Point system

Edugate Academy disciplinary list				
Id	Description	Category	Type	Points
1	Stay away from extracurricular activities	Level 1	Violation	-1
2	Arrogant / Bad mannered	Level 1	Violation	-1
3	Forgot books	Level 1	Violation	-1
4	Eat in the classroom	Level 1	Violation	-1
5	Homework not done	Level 1	Violation	-1
6	Late for school/class	Level 1	Violation	-1
7	Keeps on talking in class	Level 1	Violation	-1
8	Riding on chair	Level 1	Violation	-1
9	Shouting out	Level 1	Violation	-1
10	Spitting	Level 1	Violation	-1
11	Bad manners in public	Level 1	Violation	-1
12	Bad manners : Opening	Level 1	Violation	-1
13	Bad manners : School activities	Level 1	Violation	-1
14	Bad manners : Line up	Level 1	Violation	-1
15	Test not signed	Level 1	Violation	-1
16	Prohibited area	Level 1	Violation	-1
17	Appearance : Jewelry / Armbands	Level 1	Violation	-1
18	Appearance : Hair / Nails	Level 1	Violation	-1
19	Appearance : Clothing	Level 1	Violation	-1
20	Disobedient	Level 1	Violation	-1
21	Throwing of objects	Level 1	Violation	-1
22	Bad manners	Level 1	Violation	-1
23	Corrections not done	Level 1	Violation	-1
24	Littering	Level 1	Violation	-1
25	Use of Cellphone during school hours	Level 2	Violation	-3
26	Dishonest	Level 2	Violation	-3
27	Backchat leaders / teachers	Level 2	Violation	-3
28	Leave class without permission	Level 2	Violation	-3
29	Copy homework / Allow homework to be copied	Level 2	Violation	-3
30	Interrupt lessons	Level 2	Violation	-3
31	Dishonesty in general	Level 2	Violation	-3
32	Failing a test	Level 2	Violation	-3
33	Fighting	Level 3	Violation	-5
34	Leave school without permission	Level 3	Violation	-5
35	Cheating in tests / exams	Level 3	Violation	-5

37	Swearing or abusive language	Level 3	Violation	-5
40	Bully / Mocking friends	Level 3	Violation	-5
44	Racism	Level 3	Violation	-5
46	Threaten other learners	Level 3	Violation	-5
48	Vandalism	Level 3	Violation	-5
36	Smoking	Level 3	Violation	-50
38	Pornography	Level 3	Violation	-50
39	Assault	Level 3	Violation	-50
41	Theft	Level 3	Violation	-50
42	Drugs/Alcohol	Level 3	Violation	-50
43	Dangerous weapons	Level 3	Violation	-50
45	Sexual harassment	Level 3	Violation	-50
47	Inappropriate material, literature or behaviour	Level 3	Violation	-50
49	Participation Olympiads	Academic	Recognition	3
50	Participation Expo's	Academic	Recognition	3
51	Continuous hard work (Academical)	Academic	Recognition	3
52	Reporting of negative behaviour of other learners	General	Recognition	3
53	Handed in lost goods/money	General	Recognition	3
54	Good exemplary conduct	General	Recognition	3
55	Helpfulness	General	Recognition	3
56	Sence of duty	General	Recognition	3
57	Politeness	General	Recognition	3
58	Peace maker	General	Recognition	3
59	Participation debates	Sport / Culture	Recognition	3
60	Participation : Sport/Culture	Sport / Culture	Recognition	3

ATTACHMENT A

RULES FOR EDUGATE PUPILS

The following rules serve as Annexure A to the approved code of conduct for pupils of Edugate Academy.

School times

School starts at 07:30 in the morning and ends at 13:00. The afternoon session starts at 14:15 and lasts until 15:30. A learner needs to make an appointment if he/she wants to see a teacher during the afternoon sessions. These times have been adapted for working parents. If a learner is late for some reason, please report to the secretary.

Foyer

The foyer is reserved for visitors. It should not be used by pupils during break and hostel learners are prohibited from using it at any time. It must be kept neat and tidy at all times.

Leaving school premises during official school hours

Under no circumstances may any learner leave the school premises without the permission of their teacher and the principal. If the learner needs to leave the school premises they need to collect a note from the secretary that will be used to collect all the work that needs to be completed, the principal must sign off on the note as well as the person collecting the learner, this note is kept on file.

Absenteeism

Parents must call the school if their child will not be in school that day. When a learner is absent for longer than two days due to illness, parents are requested to please hand in a medical certificate. It is the learner's responsibility to collect work that he/she missed during the absent period.

Changing of classes

Pupils must move in orderly rows from one class to the next. Orderliness is one of the key disciplinary measures of the school. Suitcases are carried in the hand furthest from the wall in order to prevent damage.

Break time

Boys and girls of different cultural groups share the playground. There are demarcated areas for different grade groups. Learners are not allowed to be outside the main entrance of the school during breaks. Learners who receive visitors, other than their parents, must receive permission from the principal. Teachers and prefect are on playground duty during break time.

Dress code and appearance of pupils

See [attached annexure](#) for complete breakdown of prescribed dress code and appearance of pupils for both the primary and high schools.

General Courtesy

Learners are to stand when a teacher or visitor enters a class.

All pupils should greet each other properly at the beginning and end of the school day. When visitors are in the foyer or move through the school, please greet them in a friendly manner.

Non-negotiable transgressions

The following four offences are considered as very serious and can lead to immediate expulsion.

- The consumption of any alcoholic beverage.
- Smoking/Vape is prohibited
- No pornography will be tolerated on the school premises.
- No swearing or fighting where another person's dignity is affected
- Downgrading of another learners culture/racism

Pupil travel

Learners will always be accompanied or supervised by an adult(s).

When travelling, learners will wear the prescribed dress code.

When pupils travel by vehicle, nothing is allowed to be thrown out of the window. Always behave in a courteous and friendly manner.

All learners travelling in a school vehicle must have a signed indemnity form (Appendix A) on the school application form.

Homework

Copying homework from a classmate is not allowed. Discuss unfinished homework with your teacher.

Copying during tests and examinations is regarded as a serious offence. The correct school intervention will be followed and the case will be dealt with as a serious offence.

Textbooks and Equipment

The care of textbooks is important because they are expensive to replace.

Textbooks are very expensive and need to be looked after. Learners are prohibited to write in their textbooks. School Bags need to be handled in such a way that the textbooks are protected against damage. No vandalism of textbooks will be tolerated

Conclusion

Remember that as long as a learner is an enrolled pupil of Edugate Academy, these and other rules of behaviour apply to him/her regardless of whether it is weekend, holiday or public holidays.

DRESS CODE AND APPEARANCE

NB: Parents and learners are requested to study these rules carefully. If you or your child should disagree with them, then your child will not be happy in Edugate.

1. BOYS & GIRLS PRIMARY SCHOOL

Our primary school pupils from Grade 1 to Grade 3 wear the approved sportswear as their official school uniform. It is worn from Mondays to Fridays. Sport shoes may only be worn with white socks. 'Secret-socks' may also be worn, but they may also be white. Sport shoes should preferably not be of a shocking bright colour. No "sneakers" are allowed. Tracksuit pants may only be worn with sportswear on Tuesdays and Thursdays. If the school opens or closes on a Tuesday or Thursday, learners must wear formal wear. Shoes need to be worn on Monday for assembly.

2. GIRLS

2.1 High school girls

The approved school sportswear is worn on Tuesdays and Thursdays regarding our SMD periods. Only the school's blue pants may be worn. Pupils may wear the school's official supporter shirt on sports days. Ordinary sports clothing may be worn for SMD, but learners must wear official clothing after break. Along with sport shoes, only white socks or white secret-socks may be worn. No bright coloured sport shoes, socks or shoe laces are allowed. Sport shoe laces must be thoroughly tied at all times. No "sneakers" are allowed. "Lace tops (long t-shirts with lace at the bottom and lacey straps above) may not be worn with formal school uniform or sportswear, even if it is navy.

2.1.1 Summer

Daughters from Grade 4 to Grade 12 school uniform are the official white prescribed shirt (only white or flesh-coloured underwear is permitted under the white shirt) and a school skirt (four fingers above the knee), white school socks and black school shoes (no heel shoe, ballet shoe or fashion shoe). The white sock must have a cover of 3cm. This dress code applies to Mondays, Wednesdays and Fridays and during exam times formal wear must be worn every day.

2.1.2 Winter

A white long-sleeved shirt with a school skirt and navy 'tights', with a navy blue V-neck jersey and a school tie. White short socks are allowed in winter with the formal school uniform. A navy blue scarf may be worn. A navy school jacket can also be worn, as well as the official school windbreaker/hoodie.

2.1.3 The following provisions regarding appearance apply:

- Hair will not be dyed. This includes 'highlights'.
- Eyebrows may not be toned or coloured.
- Hair must be properly tied at all times (with hair bands, alic bands and hair clips that may be white, navy or brown) and not hang in/over the eyes or face. Hair that touches the school shirt's collar must be tied up. Alice bands and headbands: NO shiny (diamonds, pearls, NO traps or flowers and not broader than 4cm! Only white, navy or sand colour.
- A ponytail may not be pushed back into the hair band and a bolla should be tied properly. In both cases, there may be no "loose ends".
- Please stay away from fashion clips regarding hairstyles. We won't be able to allow every fashion grill and fad in school, e.g. sliders hanging in the face are unacceptable.
- Ethnic hair may be indeed weaved, but the ends may not stand wild. It must be neatly displayed and tied.
- Only the approved Edugate caps can be worn as sportswear.
- No make-up is allowed.
- No "lip gloss" or lip-ice that is discoloured on the lips is permissible.
- Flesh-coloured underwear should be worn with the school shirt and sportswear.
- No tattoo's, ear, nose or any kind of ring is permissible, if the learner has a tattoo it must be covered at all times during school and sport events.
- No jewellery may be worn during school hours except those agreed upon. Only golden/silver studs or rings ("sleepers") may be worn, in the lower hole of the ear. No diamonds, pearls or other earrings.
- No form of necklaces, bangles (e.g. WWJD bangles) or other gems around the neck or arm are allowed.
- No rings on fingers may be worn.
- No ornamental or brightly coloured watches may be worn.
- Watches with mobile phones (sg. "Smartphone") is unacceptable.
- Nails may not cross the fingertips and no nail polish (except transparent gloss nail polish) is permitted.

2.1.4 On days that ordinary clothing may be worn:

- Hair of the girls may hang loose, but it must be cared for and neatly displayed.
- No gems of any kind may be worn.
- No makeup of any kind is allowed.
- Each girl's body must be properly covered, with no underwear sticking out.
- Shorts are only permissible if sitting just above the knee and not shorter.
- No clothes (especially shirts) with "slogans" may be worn.
- No spaghetti tops or sleeveless tops.
- No shiny/transparent straps of underwear may protrude from the clothes

3. BOYS

3.1 High school boys

The approved school sportswear is worn on Tuesdays and Thursdays regarding our SMD periods. Only the school's blue pants may be worn. No "PT" pants may be worn. Pupils may wear the school's official supporter shirt on sports days. Ordinary sports clothing may be worn for SMD, but learners must wear official clothing after break. Along with sport shoes, only white socks or white secret-socks may be worn. No bright colours of sport shoes, socks (especially long rugby socks) or shoe laces are allowed. Sport shoes laces must be thoroughly tied at all times. No "sneakers" are allowed.

3.2 Summer

Boys from Grades 4 to Grade 12 school uniform are a white shirt (tucked in) and sand coloured school pants (long or short), sand-coloured socks and black school shoes with laces. No bright colours of sport shoes, socks or laces are allowed. This dress code applies to Mondays, Wednesdays, Fridays, except in exam times when formal wear is worn every day.

3.3 Winter

A white long-sleeved shirt, with the sand-coloured trousers, wearing a black belt, a school tie and navy V-neck school jersey. A school jacket can also be worn, as well as the official school windbreaker/hoodie. If it is very cold, pupils may wear a different colour jersey under, but these clothes may not show.

3.4. The following provisions regarding appearance apply:

- From Grade 4 our learners carry the formal school uniform, sand trousers and a white shirt.
- Sand-coloured school stockings can be worn at the usual shorts and long pants. • Black shoes with laces (properly tied) form part of the prescribed school uniform. • Hair will be neatly shaved. The principal's discretion will apply to this.

- No hair gel during school hours and/or school activities. It is a fashion statement that is not permissible.
- Boys must be smoothly shaved at all times.
- No coloured hair. This includes 'highlights'.
- No tattoo marks are allowed, if the learner has a tattoo it must be covered at all times during school and sport events.
- No form of ring (finger, nose, ear etc.) is allowed.
- No form of necklaces, bangles or other gems around the neck or arm is allowed.
- No form of head cover is worn during school hours, except for the prescribed Edugate caps worn with the sportswear on Tuesdays and Thursdays, although not in class.

3.5 On days that ordinary clothing may be worn:

- No "plakkies" of any shape.
- No hair gel.
- No clothes with "logos" may be worn.
- No gems of any kind may be worn.

3.6 Geesdrag / Spirit wear

On special occasions, the principal will allow the learner to wear spirit wear/geesdrag; this will be indicated in advance by the register class teacher.

- School sport shirt
- Long plain blue denim without any tears
- Sport shoes (According to the school rules)

4. SUPPORTERS WEAR

Formal school uniform/full tracksuit with sport shoes (not sneakers or coloured laces) or geesdrag / spirit wear on all sporting events, whether our sporting event, or another school's.

5. CARRY BAGS

As pupils have full school uniform on at sports events, they may only use their Edugate bags.

6. NATIONAL COLOURS AND AWARDS

Tracksuits for national colours may only be worn with special courtesy of merit.

7. VIOLATION OF RULES:

If a learner's appearance is not at all up to standard, a learner may be sent home according to the principal's discretion.

Cell phones and gems are confiscated and stored for the rest of the quarter.

Please assist students in keeping their shirts tucked in at all times when wearing their official school uniform. Students walking to or from school with their shirts hanging out is not a positive representation of our institution.



Mr. Jan Breedt
 Principal